

CITY OF MILWAUKIE

CLASSIFICATION: CITY MANAGER

Department: Administration

FLSA Status: Exempt

Pay Grade: 38

Union Representation: Non-Represented

CLASSIFICATION SUMMARY:

Plans, directs, manages, and oversees the activities and operations of the City of Milwaukie. This includes the following departments: Community Development, Public Works, Library, Police, Information Technology, Records and Information Management/City Recorder, Finance, Community Services, and Human Resources. Has responsibility for development and oversight of the city's budget. This position provides direct support and reports to the City Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

1. Assumes full management responsibility, leadership, and accountability for all City operations including: Community Development, Engineering, Planning, Building, Public Works, Sewer, Storm, Water, Streets, Fleet and Facilities; Police, Library, Community Services, Information Technology, Records and Information Management, Finance, and Human Resources.
2. Directs the development and implementation of the City's goals, objectives, policies and priorities.
3. Conducts or coordinates, through department heads, departmental strategic planning efforts and other studies of City services to ensure they are provided in the most effective manner.
4. Establishes, within City policy and budget, appropriate service and staffing levels, monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
5. Prepares and administers the annual City budget for approval by the budget committee and council.
6. Represents the city and the City's interests on various regional committees and taskforces and to citizen involvement groups.
7. Provides advice and assistance to the Mayor and City Council on a wide variety of issues including outlining speeches, writing or editing agenda items and Council memorandums. Conducts a variety of special projects as directed by City Council.
8. Reviews local, State and Federal legislation to determine impact on administrative plans, policies and strategies; prepares and coordinates responses and recommendations as appropriate.
9. Resolves inquiries, complaints, problems, or emergencies affecting the availability or quality of services. Responds to sensitive or complex inquiries or complaints.
10. Maintains positive public relations with customers and is responsive to customer needs.
11. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
12. Performs other duties as required.

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MINIMUM QUALIFICATIONS:

Knowledge of:

- Management and supervisory practices and principles.
- Fiscal management, including budget preparation, expenditure control and record keeping.
- City, State and Federal laws and current and proposed legislation pertaining to municipal governments.
- Federal and regional transportation funding processes.
- Community involvement methods and practices.
- Current and proposed legislation and laws of the local, state, and federal governments that affect municipal governments.

Skills and Abilities to:

- Effectively supervise and motivate staff.
- Develop goals and long-range planning for the City.
- Identify and respond to community and City Council issues, concerns, and needs.
- Prepare and administer large and complex budgets.
- Analyze problems identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply current and proposed Federal, State, and local policies, laws and regulations.
- Manage multiple projects often within tight timeframes.
- Manage and evaluate the work of subordinates.
- Analyze and evaluate City operations and develop and implement plans to increase or improve departmental efficiency.
- Prepare and analyze comprehensive and technical reports.
- Communicate effectively.
- Establish and maintain effective working relationships.
- Work as a team member and to cultivate a team climate.
- Perform the essential functions of the job.

Required Education, Training and Experience

(Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

- Bachelor's degree from an accredited college or university with a degree in public or business administration.
- Seven (7) years of progressively responsible experience in municipal government, including five (5) years of administrative or supervisory responsibility.

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Licensing/Special Requirements:

- Possession of a valid driver's license or an acceptable alternative method of transportation which allows the incumbent to perform the duties of the position.
- Must be able to pass the City's security clearance standards including review of driving record.

SUPPLEMENTAL INFORMATION:

Tools and Equipment Used:

- Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, and phones.

Supervision:

- This position has full scope of management responsibility over department Directors.
- Operates under the general direction and supervision of the City Council.

Working Conditions:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.)

- Work is performed mostly in office setting.
- Evening meetings are required.
- Responds any hours to emergency situations.

The job classification description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Classification History:

Drafted:

Adopted:

Revised: 11/30/04; 4/2017; 7/2021 (new format)